



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <b>1/25/83</b>	1. Agency Address <b>Georgia Ports Authority Administration Division, Port Police Post Office Box 2406 Savannah, Georgia 31402</b>	Application Number <b>78-234-A</b>	Date Received <b>JAN 28 1983</b>
Application Number		Date Completed <b>FEB 9 1983</b>	
2. Person to Contact <b>William L. Kilroy, Jr.</b>		Working Title <b>Chief of Port Police</b>	Telephone Number <b>964-3925</b>
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <b>78-234</b> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <b>1974</b> Latest <b>To Date</b>		5. Records Series Title (followed by title used in office; if different) <b>Activity Report Files</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <b>The Port Police Department is responsible for vehicle security (issuance and Maintenance of all decal records, logging of non-registered vehicles, processing of incoming and out-going trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and regular key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F. B. I., G.B.I., Customs including surveillance, investigation and pilferage activities.</b>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: <b>General dock security and Port facilities security.</b>  Included are: <b>Dock Patrol Activity Report, Duty Lt. Activity Report, Duty Sgt. Activity Report, Duty Cpl. Activity Report, Door Reports, Ship Information, Key Patrol Activity Report, Pilferage Cargo Check List, Vessel Boarding Passes.</b>  File is arranged: <b>Alphabetically by Officers' name.</b>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <b>30</b> ; Seven to twelve months old <b>15</b> ; Thirteen to twenty-four months old <b>10</b> ; twenty-five months and older <b>5</b> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <b>4 legal size boxes.</b>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*Office reference requirements*

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Every 2 months then.

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold 1 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>1-26-83</u>	<i>Carol Masley</i>	<u>1-26-83</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>2/8/83</u>
		Secretary of State/Designee	<u>2/3/83</u>
		Attorney General/Designee	<u>2-8-83</u>



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9-13-78	1. Agency Address Georgia Ports Authority Administration Division, Port Police Post Office Box 2406 Savannah, Georgia 31402	Application Number <b>78-234</b>	Date Received OCT - 3 1978
Application Number 24		Date Completed OCT 23 1978	Telephone Number 964-1721, 211
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief of Port Police	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>105</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input checked="" type="checkbox"/> Void Application # 102			
4. Dates of Series Earliest 1974	5. Records Series Title (followed by title used in office, if different) Activity Report Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and regular key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.			
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#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other every 3 months then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/13/78	<i>Carol Thompson</i>	9-28-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	10-20-78
State Auditor/Designee		<i>[Signature]</i>	10-13-78
Secretary of State/Designee		<i>[Signature]</i>	10-20-78
Attorney General/Designee		<i>[Signature]</i>	